

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet <i>(Please read instructions on back)</i>			1. Position No. SP00001		2. Incumbency Allocation Only? May Not be IAed		
3. Reason for Submission Other		4. Employing Office Location ATLANTA, GEORGIA		5. Duty Station Atlanta, GA		6. BUS Code 8888	
Explanation (Show any positions replaced) *Permanent recruit on a standardized position description.		7. Fair Labor Standards Act Exempt - Professional		8. Financial Statements Required OGE-450 Required		9. Cybersecurity Code a. b. c.	
		10. Position Status		11. Supervisory Status Code 2 - Supervisor or Manager			
		12. Competitive Level Code 001		13. Competitive Area		14. Drug Testing No	
		15. Extramural % <25		16. Functional Class Code 92		17. Medical Monitoring No	
		18. Position Sensivity Non-Sensitive		19. Security Clearance 0 - Not Required		20. Position Risk 2 - Moderate	
		21. Emergency Essential No		22. Developmental Position No		23. Full Performance Level 14	
24. Position Classification		Official Title of Position			Pay Plan	Occupational Code	Grade
a. Official Allocation		Supervisory *			GS	*	14
25. Organizational Title of Position (if different from official title)				26. Name of Employee (if vacant, state such)			
27. Department, Agency, or Establishment Hierarchy							
a. 1st Tier Org Code		1st Tier Org Description U.S. ENVIRONMENTAL PROTECTION AGENCY					
b. 2nd Tier Org Code		2nd Tier Org Description REGION 4					
c. 3rd Tier Org Code		3rd Tier Org Description ENFORCEMENT & COMPLIANCE ASSURANCE DIVISION					
d. 4th Tier Org Code TJB00000		4th Tier Org Description POLICY, OVERSIGHT & LIAISON Branch					
e. 5th Tier Org Code		5th Tier Org Description					
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor J. SCOTT GORDON, DEPUTY DIRECTOR, ECAD				b. Typed Name and Title of Higher-Level Supervisor or Manager CAROL L. KEMKER, DIRECTOR, ECAD			
Signature J. Scott Gordon		Date 10/15/2019		Signature J. Scott Gordon		Date 10/16/2019	
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.				Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.			
a. Typed Name and Title of Official Classifying the Position Anne McWhinney, HR Specialist (Classification)				30. Position Classification Standards Used in Classifying/Grading Position Hdbk of Occup Grps & Families May '09; Job Fam PCS Prof Work Natrl Resources Mgmt & Bio Sciences Grp, 0400, Sept '05; Job Fam PCS for Prof Work Engr & Architecture Grp, 0800, Nov '08; Job Fam PCS for Prof Work Phys Science Grp, GS-1300, HRCD-4 Dec '97; GSSG, HRCD June '98, April '98			
Signature /S/ Anne McWhinney		Date 5/17/19					
31. Remarks * Interdisciplinary for Environmental Engineer 0819, Physical Scientist 1301, Life Scientist 0401; Standardized PD – First-Level Supervisor (Region)							

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Explanation (Show any positions replaced) *Temporary detail on a standardized position description.		7. Fair Labor Standards Act Exempt - Professional		8. Financial Statements Required OGE-450 Required	
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				20. Position Risk Moderate	
				23. Full Performance Level 14	
24. Position Classification		Official Title of Position		Pay Plan	Occupational Code
a. Official Allocation Supervisory *				GS	*
25. Organizational Title of Position (if different from official title)		26. Name of Employee (if vacant, state such)			
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code		1st Tier Org Description OFC OF THE REGIONAL ADMINISTRATOR R4			
b. 2nd Tier Org Code		2nd Tier Org Description ENFORCEMENT AND COMPLIANCE ASSURANCE DIVISION			
c. 3rd Tier Org Code TJB00000		3rd Tier Org Description POLICY, OVERSIGHT & LIAISON OFFICE			
d. 4th Tier Org Code		4th Tier Org Description			
e. 5th Tier Org Code		5th Tier Org Description			
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a. Typed Name and Title of Immediate Supervisor CAROL L. KEMKER, DEPUTY DIRECTOR, ECAD			b. Typed Name and Title of Higher-Level Supervisor or Manager SUZANNE G. RUBINI, ACTING DIRECTOR, ECAD		
Signature 			Signature 		
Date			Date		
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position Anne McWhinney, HR Specialist			30. Position Classification Standards Used in Classifying/Grading Position JFS for Prof Work in the Eng & Arch Grp, GS-0800, 11/08; JFS for Prof Work in the Phy Sci Grp, GS-1300, HRCD-4, 12/97; JFS for Prof Work in the Nat Res Mgmt & Bio Sciences GS-0400, 9/05. GSSG 04/98.		
Signature 			Date 5/17/19		
31. Remarks *Interdisciplinary position classifiable as Supervisory Environmental Engineer (0819), Supervisory Life Scientist (0401), Supervisory Physical Scientist (1301). May not be IA'ed: Position serves as first-line supervisor.					

FPPS#: 19 0950680

Instructions for Completing Environmental Protection Agency
POSITION DESCRIPTION

1. Enter the position number used by the agency for control purposes.
2. Select "Yes" or "No".
3. Select one:
 - * New - the position has not previously existed.
 - * Redescription - the duties and/or responsibilities of an existing position are being changed.
 - * Reestablish - the position previously existed, but had been cancelled.
 - * Other - covers such things as change in title or occupational series with change in duties or responsibilities.The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replace by position number, title, pay plan, occupational
4. Enter geographic location by city and State (or by city and country if position is in a foreign country).
5. Enter the Duty Station if different than Employing Office Location.
6. Enter the Bargaining Unit Status code.
7. Select one. If the position is a Career Ladder then select "See Remarks" and annotate the Grade and FLSA progression in #31 Remarks.
8. Select one.
9. Enter up to three (3) cybersecurity codes.
10. Select one.
11. Select one.
12. Enter the Competitive Level Code determined by the agency.
13. Enter the Competitive Area determined by the agency.
14. Select "Yes" or "No".
15. Enter Extramural Percentage.
16. Enter the Functional Class Code.
17. Select "Yes" or "No".
18. Select one.
19. Select one.
20. Select one.
21. Select "Yes" or "No".
22. Select "Yes" or "No".
23. Enter the Full Performance Level of the position.
- 24a. Enter the Official Position Title, Pay Plan, Occupational Code, and Grade of the position.
25. Enter the Organizational Title of the position if different from the Official Title.
26. Enter the name of the Employee; if vacant, enter "Vacant".
- 27a. Enter the 1st Tier Org Code and Org Description. For example, H0000000 Office of Mission Support.
- 27b. Enter the 2nd Tier Org Code and Org Description, if applicable. For example, HB000000 Office of Management and Administration - Cincinnati.
- 27c. Enter the 3rd Tier Org Code and Org Description, if applicable. For example, HBA00000 Human Resources Management Division.
- 27d. Enter the 4th Tier Org Code and Org Description, if applicable. For example, HBAB0000 Headquarters Operations Branch.
- 27e. Enter the 5th Tier Org Code and Org Description, if applicable.
- 28a. Enter the Name and Title of the Immediate Supervisor, and apply electronic signature and date in the space provided below.
- 28b. Enter the Name and Title of the Higher-Level Supervisor or Manager, and apply electronic signature and date in the space provided below.
- 29a. Enter the Name and Title of Official classifying the position, and apply electronic signature and date in the space provided below.
30. Enter the position classification/job grading standard(s) used and the date of issuance.
31. This section may be used for additional coding requirements or for any additional remarks.

SUPERVISORY LIFE SCIENTIST, GS-0401-14
SUPERVISORY PHYSICAL SCIENTIST, GS-1301-14
SUPERVISORY ENVIRONMENTAL ENGINEER, GS-0819-14

POSITION SUMMARY:

As a First-Level Supervisor you will:

- Plan, organize, and direct the activities of the organizational unit, ensuring that they comply with legal and regulatory requirements and meet customer needs;
- Exercise supervisory personnel management responsibilities;
- Represent the Agency with a variety of functional area organizations;
- Serve as a technical advisor and assistant to the Second-Level Supervisor on issues pertaining to the Deputy Director, Enforcement and Compliance Assurance Division.

ORGANIZATIONAL UNIT LOCATION:

EPA, **Region 4**

Enforcement and Compliance Assurance Division

Policy, Oversight & Liaison Office

ORGANIZATIONAL OBJECTIVES:

The Policy, Oversight & Liaison Office works with the National Program Manager (NPM) - Office of Enforcement and Compliance Assurance (OECA) to interpret and create EPA enforcement policies and regulatory requirements and provides guidance and advice on compliance and enforcement matters.

The Policy, Oversight & Liaison Office manages, coordinates, and directs a comprehensive suite of functions supporting the Region's enforcement program, including:

- Coordination on external communications
 - Planning with State and Tribal enforcement programs
 - State Review Framework Implementation and state oversight of delegated programs
 - Administrative processes including coordination with other Divisions on enforcement related grant conditions and implementation, implementation of regional Human Capital Strategies, and fiscal responsibility for enforcement funding
 - Tips and Complaints tracking and resolution
 - Providing technical and program support to CID, as needed
 - Coordination on federal facility enforcement and other compliance assurance activities
 - Coordination with sampling and laboratory services.
-

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

40%

Plan, organize, and direct the activities of the organizational unit, ensuring that they comply with legal and regulatory requirements and meet customer needs.

Develop goals and objectives that integrate program and organizational unit objectives. Research, interpret, analyze and apply laws, regulations, and other guidance applicable to the organizational unit. Establish policies and procedures for accomplishment of applicable programmatic commitments and goals. Plan and schedule work in a manner that promotes a smooth flow and even distribution. Coordinate, plan and schedule with other organization managers and customers as appropriate. Identify need for changes in priorities and take action to implement such changes. Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules. Assign work to subordinate employees based on organization priorities, consideration of difficulty, and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balance workload and provide advice, guidance, and direction on a wide range of technical activities and administrative issues. Structure assignments to create effective and economical positions. Coordinate with other organization managers and customers as appropriate. Review organizational unit mission, functions, and manning. Identify requirements and initiate requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provide advice to supervisor on significant issues and specific problems related to work accomplishment. Establish metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accept, amend, or reject work presented by subordinates. Perform self-inspection and present detailed and comprehensive report with any corrective action taken to supervisor. Follow-up to ensure complete and quality resolution of discrepancies. Assess and revise policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

DUTY 2

30%

Exercise supervisory personnel management responsibilities. Advise and provide counsel to employees regarding policies, procedures, and directives of management. Select or recommend selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develop, modify, and/or interpret performance standards. Explain performance expectations to employees and provide regular feedback on strengths and weaknesses. Hold employees responsible for satisfactory completion of work assignments. Appraise subordinate workers performance ensuring consistency and equity in rating techniques. Recommend awards when appropriate and approve within-grade increases. Hear and resolve employee complaints and refer serious unresolved complaints to higher level management. Initiate action to correct performance or conduct problems. Effect minor disciplinary measures such as warnings and reprimands and recommend action in more serious disciplinary matters. Prepare

documentation to support actions taken. Identify employee developmental needs and provide or arrange for training (formal and on-the-job) to maintain and improve job performance. Encourage self-development. Approve master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrate sensitivity to ideas of subordinates. Promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharge security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material such as Confidential Business Information. Recognize and take action to correct situations posing a threat to the health or safety of subordinates. Apply EEO principles and requirements to all personnel management actions and decisions, and ensure all personnel are treated in a manner free of discrimination. Periodically review position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explain classification determinations to subordinate employees.

DUTY 3

20%

Represent the Agency with a variety of functional area organizations. Establish, develop, and maintain effective working relationships with high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Provides or ensures that subordinates provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organizational unit, branch/office, division, or agency.

DUTY 4

10%

Serve as a technical advisor and assistant to the Second-Level Supervisor on issues pertaining to environmental media program policy, oversight and liaison in support of compliance assurance implementation activities.

Advise, plan, and/or review specific problems, programs, and policies and develop new or improved techniques and solutions.

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs):

- 1) Knowledge of concepts, principles, and practices of Life Science, Physical Science or Engineering sufficient to provide technical oversight on all aspects of the Policy, Oversight & Liaison Office activities;
 - 2) Knowledge of guidance related to the targeting, data and measures under major environmental laws and regulations related to the Agency's compliance assurance program implementation;
 - 3) Ability to lead staff by evaluating work performance and giving advice, counsel, and instruction;
 - 4) Skill in oral communication;
 - 5) Skill in written communication;
 - 6) Ability to advise on technical issues pertaining to environmental media program policy, oversight and liaison in support of compliance assurance implementation activities.
-

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Program Scope and Effect

Level 1-3 (550 Points)

The Incumbent oversees the organizational unit's programs which encompass an entire Region. The portions of major programs performed within the organizational unit are of a complex, regulatory and/or scientific nature, significantly impacting the conduct of Branch/Office, Division and Regional Agency business with other state and local governments and municipalities, and segments of the regulated community and the general population within the Region.

Factor 2 - Organizational Setting

Level 2-2 (250 Points)

The employee is accountable to a position that is one reporting level below the first SES position in the direct supervisory chain.

Factor 3 - Supervisory and Managerial Authority Exercised Level 3-2 (450 Points)

The incumbent plans and schedules work to be accomplished by subordinates, sets and adjusts short-term priorities; assigns work in consideration of employee skills and mission requirements; reviews work assuring accuracy requirements are met; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also recommends selection of candidates for positions; recommends position structure changes; approves leave; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

Factor 4 - Personal Contacts

SUBFACTOR 4A - NATURE OF CONTACTS

Level 4A-4 (100 Points)

Personal contacts include high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Such contacts may involve telephone or personal contacts, small group meetings and public meetings or presentations.

SUBFACTOR 4B- PURPOSE OF CONTACTS

Level 4B-3 (100 Points)

The purpose of contacts is to justify, defend, inform or negotiate in representing the organizational unit directed, in obtaining or committing resources, and in gaining compliance with established policies or regulations. Contacts usually involve active participation in conferences, meetings, audits or presentations involving problems or issues of considerable consequence or importance to the organizational unit managed.

Factor 5 - Difficulty of Typical Work Directed

1030 Points

The position is responsible for providing direction and supervision over work at the:

GS-12 level.

Level 5-7 (930 Points)

X GS-13 level.

Level 5-8 (1030 Points)

which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organizational unit and which constitutes 25 percent or more of the workload (not positions or employees) of the organizational unit.

Factor 6 - Other Conditions

1325 Points

Supervision and oversight involve significant and extensive coordination and integration of a number of important projects or program segments of professional, scientific, and technical, work comparable in difficulty to the:

GS-12 level.

Level 6-5 (1225 Points)

X GS-13 level.

Level 6-6 (1325 Points)

Supervision also involves major recommendations which have a direct and substantial effect on the organization and projects managed, for instance, where there are significant internal and external program and policy issues involving close coordination and integration of program efforts; restructuring, reorienting or revising immediate and long-range goals, objectives, plans, and schedules to meet substantial changes in program activity and/or funding; determinations of projects or program segments to be initiated, dropped, or curtailed; or resources to devote to particular programs.

TOTAL POINTS:

3805

GS-14 Grade Range: 3605 - 4050

Risk Designation: Moderate

POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: ECAD, POLICY, OVERSIGHT & LIAISON OFFICE	
Position Title: SUPERVISORY ENVIRONMENTAL ENGINEER	
Pay Plan/Series/Grade (Full Performance Level): GS-0819-14	
Service Agreement Number (SAN): 19BV04A0013	
Supervisor Name: Carol Kemker	Supervisor Phone Number: 404.562.8975
Supervisor Signature: <i>Carol G. Kemker</i> 4/24/19	

STANDARDIZED POSITIONS

Position Title
Select One

NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
4. Does the position involve public contact/interaction/liaison duties?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input checked="" type="checkbox"/> Federal Agency <input checked="" type="checkbox"/> Interest Groups <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Local Agency <input checked="" type="checkbox"/> Tribal Government <input checked="" type="checkbox"/> Academia <input checked="" type="checkbox"/> Private Industry <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Media <input checked="" type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: CBI and PII		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Supervisory decision making role		

*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.

Position Designation Record

Agency Environmental Protection Agency
 Position Title Supervisory Interdisciplinary Scientist/Engineer
 Series and Grade/Pay GS-0819/1301/0401-14
 Band
 Position Description SP00001
 Number
 Designator's Name & Anne McWhinney, HR Specialist
 Title

Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)	One or more of the following: <ul style="list-style-type: none"> • Management duties with less than moderate impact on programs • Regulation or policy input is limited to contributing to working groups or providing technical input
Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)	Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to: <ul style="list-style-type: none"> • The integrity or efficiency of the service • Individuals or business entities

Duties	Degree of Potential for Compromise or Damage
	<ul style="list-style-type: none"> • Government programs or operations impacting the public's trust
Government service delivery, including customer service or public liaison duties	<p>Duties involve customer service responsibilities and/or public liaison that could negatively impact the public's trust through moderate damage/harm to:</p> <ul style="list-style-type: none"> • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust

Adjustment for Program Designation and Level of Supervision

Adjustments	Label
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Agency impact
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time

Total Points Designation

Label	Points
Total Initial Position Designation Points from Step 2	31

Investigation	Form Required
T2 and T2S	SF 85P

Label	Points
Adjusted Position Designation Points from Step 3	36

Sensitivity	Risk Level
Non-Sensitive	Moderate Risk

Signature: 

Date: 5/17/19

Name: Anne McWhinney